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TA-53 Procedure

Facility Access Control

53 FIR 406-300-02.01

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APPROVALS

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1.0 Introduction

Access to TA-53 has historically been controlled during non-working hours. In 1991, as a result of DOE adoption of DOT hazardous material transportation regulations and increased cognizance of public safety issues, full-time control of access to TA-53 was implemented through providing a manned entrance station on La Mesita Road. The badge-reader-operated gate at this station was also upgraded.

2.0 Purpose

This procedure establishes methods for controlling access to TA-53 for the purposes of: (1) preventing public exposure to radiological and industrial hazards at TA-53; (2) facilitating on-site movement of hazardous material; (3) complying with DOE 5480.25 requirements for control of access to accelerator facilities; and (4) reducing theft of government property.

3.0 Scope

This procedure addresses physical access to TA-53 as a whole. Access control for security purposes, and access to individual buildings and areas with specific entry requirements is not covered.

4.0 Definitions

Badged Person — An individual who has been issued and has in his/her possession a recognized badge. For the purposes of TA-53 access, a visitor with a recognized badge is treated the same as a LANL or DOE employee with a recognized badge.

Recognized Badge — A badge issued by Los Alamos National Laboratory, the Department of Energy, or the TA-53 Visitor Center. A LANL Identification Card may also serve as a recognized badge.

TA-53 Contact Person (Visitor host) — A person who is current in TA-53 facility-specific training and who assumes responsibility for the safety of a visitor while the visitor is at TA-53.

Visitor — A person who is not an employee of LANL, a LANL subcontractor, or DOE, and who is granted access to TA-53.

5.0 Responsibilities

If you are ...	you will ...
a TA-53 Entrance Station Attendant	<ul style="list-style-type: none">• allow or deny access to the facility by following the steps in this procedure.• maintain a record of unbadged persons and their vehicles admitted through the entrance station and provide this list to the Visitor Center on a weekly basis.• avoid hostile confrontations with persons seeking access and contact PTLA or dial 911 if threatened.

the TA-53 Facility Manager	<ul style="list-style-type: none">• control access to TA-53 by implementing this procedure.• maintain the TA-53 entrance station, gate, and associated equipment.• provide LAFD with an emergency access orientation and keys for emergency access.• maintain records of after-hours badge reader entries.
a TA-53 Line Manager	<ul style="list-style-type: none">• ensure that anyone likely to serve as a TA-53 contact person is aware of the requirements of this procedure.• inform the TA-53 Visitor Center of any special restrictions on tours within your areas.
a TA-53 Contact Person (Visitor host)	<ul style="list-style-type: none">• inform the gate attendants when you expect visitors to present themselves to the gate attendants for admission to the site.• provide the visitor's name; date(s) of visit; the name; organization and phone number of the Contact Person; and an alternate contact and phone number.• assume responsibility for the safety of untrained visitors.• arrange for training of visitors through the TA-53 Training Office as required (see 53 FMS 113-01, <i>Facility Specific ES&H Training</i>).• ensure that visitors under escort receive proper dosimetry and are informed of safety precautions or access restrictions pertinent to their visit.• if visitor is not a US citizen, follow all required steps in 53FIR 406-300-03.01 Foreign Visitor Check-in.

6.0 Precautions and Limitations

Allowing access to TA-53 based on the possession of a recognized badge rests on the assumption that a minimum level of training has been received by holders of recognized badges. In most cases (see section 7.5 for exceptions) the minimum level of training is the Laboratory General Employee Training (Course # 5668) administered by the ESH-13. Training beyond this minimum is required in order to perform work at TA-53 or to enter radiologically controlled areas unescorted. It is the TA-53 Contact Person's responsibility to ensure that visitors receive the training they need.

In the case of Laboratory "family days" or similar activities, exceptions to this procedure will be listed in a notice to all TA-53 employees.

7.0 Procedural Steps

7.1 General

7.1.1 Access to TA-53 is controlled at the entrance station (MPF-1145) to the facility. The entrance station is staffed during work days (normally 6:30 a.m. to 6:30 p.m.). After hours and on weekends and holidays, the gate east of the entrance station is closed and access is obtained using a badge reader to open the gate.

Note: In case of badge reader failure, the gate controls can be converted to a key mode and opened with selected keys. Follow the instructions on the side of the badge reader to obtain assistance.

Note: When using the badge reader to open either the entrance or exit gate, only one vehicle per badge shall pass through the gate.

7.1.2 During normal working hours there is no control of egress from TA-53. After hours and on weekends, the badge reader must be used to operate the exit gate. However, security personnel may at any time conduct random inspections of vehicles exiting TA-53.

7.1.3 Vehicles approaching the entrance station shall come to a stop and allow the gate attendant to verify the possession of a recognized badge by a vehicle occupant. The driver shall not proceed until cleared by a gate attendant.

7.1.4 Cyclists and pedestrians shall also come to a stop and present a recognized badge upon entering the facility.

7.1.5 Any person, including a TA-53 employee, who does not have a recognized badge in their possession, shall be treated as an unbadged person per section 7.3.

7.2 Persons With Recognized Badges

7.2.1 Upon approaching the entrance station, at least one person in the vehicle shall stop at the gate and present a recognized badge to the gate attendant.

7.2.2 Presenting a recognized badge to the gate attendant shall be considered an indication that persons in the vehicle are on official business, and that any visitors in the vehicle will be escorted or trained.

Note: The vehicle occupant presenting a recognized badge assumes the responsibility for escorting any visitors until the visitors receive any required training. (See 53 FMS 113-01, *Facility Specific Training* for training requirements.)

7.3 Persons Without Recognized Badges

7.3.1 One of the following methods shall be used to determine if an unbadged person is on official business and should be granted access to the facility:

By List: The TA-53 contact person can submit the names of expected visitors to the gate attendants at MS H831. If delivery by Laboratory mail in advance of visitor arrival is unlikely, the list should be hand carried to the entrance station. Names should be submitted at least one working day in advance; the form in Attachment 1 may be used. The information shall include the visitor's name, date(s) of visit, and the name and location of the TA-53 contact person; and alternate contact person.

By Phone: The TA-53 contact person can call the gate attendant (5-7471) in advance and provide all the information as specified above.

By Escort: The TA-53 contact person may meet a visitor at the TA-53 entrance station and escort the person into the facility.

Visitors not on the list of expected visitors must give the gate attendant the name of a TA-53 contact person. The gate attendant will attempt to call and verify that the guest is expected. If the TA-53 contact person or a reasonable alternate cannot be contacted, the visitors will be directed to the LANL Badge Office or they may use the outside telephone to continue to try and reach their contact person.

The Facility Management Office will provide the gate station a roster(s) of TA-53 personnel every 6 months.

Note: The Visitor Center staff will not authorize access for visitors if the gate attendant is unable to contact the TA-53 contact person or alternate name given by the visitor. These visitors will be directed to the LANL Badge Office or must wait until their contact can be located.

7.3.2 For unbadged person(s), the gate attendant shall request and verify ID against the list of expected visitors, obtain the initials of the unbadged person(s) on the list of expected visitors, and direct the person(s) to the Visitor Center for check-in before they may proceed to their destination, host, or work area. The only exception to the Visitor Center check-in requirement is when the reason for visit is to pick up a family or carpool member.

7.3.3 For all badged foreign nationals, the gate attendant shall instruct each foreign national to stop at the Visitor Center on the first day of each visit for check-in prior to proceeding to their destination, host, or work area.

7.3.4 Visitors that do not meet any of the above requirements will be directed to the Badge Office.

7.4. Laboratory Workers Who Forget Their Badges

Personnel who have been issued Los Alamos badges but who do not have them in their possession when requesting access to the facility will be treated as unbadged persons. Employees and visitors who reside within Los Alamos County (including White Rock) are expected to return home and retrieve their badge. Persons who have left their badge outside the county limits will be granted access upon authorization from their organization.

7.5 Exceptions

Exceptions to the above procedures for unbadged persons may be granted by the Facility Manager for reasons of operating efficiency. These exceptions are made only after the ES&H and security implications of the exception are considered. Approved exceptions are listed in Attachment 2.

7.6 Children and Minors

Minors (under 18) are not permitted in TA-53 buildings without the approval (in advance) of LANSCE-FM (see 53 FIR 406-300-01). If necessary, minors may be brought on site provided that they remain in a vehicle and are accompanied by an adult. Such visits shall be kept as short as possible. Vehicles with minors shall not enter any area posted as controlled for radiological purposes (e.g., parking areas near MPF-3 Sector M).

An exception to the above shall be made only if the Facility Management Office has received written tenant division and DDESH approval in accordance with AM 616.

7.7 Unofficial Visits

It may be necessary for an employee's spouse or other person not on official business to come to TA-53, for example, to pick up or drop off the employee at work. Infrequent visits of this nature should be handled per section 7.3. If routine unofficial access is needed, the visitor should be issued a TA-53 Gate Access badge. This badge shall be issued only after a request form (Attachment 3) is completed at the Visitor Center and receipt of the pamphlet describing facility ES&H hazards is acknowledged. These badges cannot be issued to Non-US citizens, per Laboratory policy.

7.8 Tours

Tours of LANSCE or other areas within TA-53 are arranged through the TA-53 Visitor Center (667-7396). Persons planning to participate in a tour should give the gate attendant the Visitor Center as their facility contact. See 53 FMP 406-300-01 "Visitor Tours at TA-53."

7.9 Vendors

Unannounced visits to TA-53 by sales personnel are not appropriate. Such meetings should be held at the vendor's lobby in the Otowi Building. TA-53 personnel may invite sales personnel or company representatives to TA-53 when needed, but the procedures in sections 7.3.1 must be followed.

Commercial delivery personnel for products such as pizza, flowers, etc., will not be permitted access to the facility. Recipients must come to the gate to pick up their order.

7.10 Emergency Access

Gate attendants shall allow emergency vehicles displaying flashing lights immediate access to TA-53. Emergency response personnel are not required to show a badge in this case. During hours when the gate is closed, emergency access may be gained by any of the following methods:

The first emergency responder to arrive at the gate with a Laboratory badge can use the badge (or key if in key-mode) to open the gate. The gate controls have an "electric-eye disable" key switch that prevents the gate from closing after passage of a vehicle; an emergency responder can use this function to allow following emergency vehicles to pass through the gate without stopping.

In the event of a gate control system or power failure, the personnel gate to the side of the vehicle gate can be opened with a key, as can the access door to the gate drive mechanisms. Trained personnel can then open the entrance and exit gates manually.

The TA-53 Facility Manager shall provide LAFD an orientation on emergency access (including manually opening the gate), a key for the disable switch, sufficient keys to open the gate in key mode, and the key that allows manual operation of the gate. The orientation will be repeated at intervals agreed on by EM&R and the Facility Manager.

8.0 Required Records

The Entrance Station attendants shall send records of visitors and vehicles admitted under the provisions of section 7.3 to the Visitor Center. Entrance Station logbooks shall be archived at the TA-53 Visitor Center for a period of two years from the date of the last entry.

The Facility Management Office shall retain records of after-hours badge reader activation of the entrance and exit gates for a period of two years.

The TA-53 Visitor Center shall retain records of TA-53 Gate Access badges issued for a period of three years from the date the badge is issued.

9.0 References

AM 616, *Visitors*

53 FMS 113-01, *Facility Specific Training*

53 FIR 406-300-03.01, *Foreign Visitor Check-In*

53 FIR 406-300-01.01, *Visitor Tours at TA-53*

10.0 Attachments

Attachment 1 — Authorization to Admit Unbadged Persons to TA-53

Attachment 2 — Call-In Form Authorization for Authorization to Admit Unbadged Persons to TA-53 (to be filled out by gate attendant when escort/contact makes request by phone call).

Attachment 2 — Exceptions to Normal Procedures for Admitting Unbadged Persons to TA-53.

Attachment 3 — TA-53 Gate Access Badge Application

Submit this form to: **Gate Attendants, MS H831**
For immediate action hand carry to the gate

Authorization to Admit Unbadged Persons to TA-53

List names of unbadged visitors who should be allowed to enter TA-53 and the date(s) of their visit.

Name	Date(s)	TA-53 Contact:	Alternate Contact:	✓ in by
		Name: Organization: Phone / Pager: Bldg. / room:	Name: Organization: Phone / Pager: Bldg. / room:	
		Name: Organization: Phone / Pager: Bldg. / room:	Name: Organization: Phone / Pager: Bldg. / room:	
		Name: Organization: Phone / Pager: Bldg. / room:	Name: Organization: Phone / Pager: Bldg. / room:	
		Name: Organization: Phone / Pager: Bldg. / room:	Name: Organization: Phone / Pager: Bldg. / room:	
		Name: Organization: Phone / Pager: Bldg. / room:	Name: Organization: Phone / Pager: Bldg. / room:	
		Name: Organization: Phone / Pager: Bldg. / room:	Name: Organization: Phone / Pager: Bldg. / room:	
		Name: Organization: Phone / Pager: Bldg. / room:	Name: Organization: Phone / Pager: Bldg. / room:	

In requesting that these persons be allowed access to the facility, I have accepted responsibility for their safety until they have received the appropriate level of facility-specific ES&H training. I further understand that I cannot authorize access for foreign nationals until DOE approval for the visit has been received.

Signature / Date

**Call-In Form for
Authorization to Admit Unbadged Persons to TA-53**

Date: _____

DATE VISITOR IS EXPECTED: _____

NAME OR NAMES OF EXPECTED VISITORS:

WHO IS BEING VISITED: _____

GROUP: _____ TELEPHONE NO. _____

WHO AUTHORIZED VISITOR ENTRY:

NAME: _____ GROUP: _____

DATE AUTHORIZATION RECEIVED: _____

DATE VISITOR ARRIVED: _____

TIME VISITOR ARRIVED: _____

ATTENDANT ALLOWING ENTRY: _____ (initials will do)

INFORMATION RECORDED IN GATE LOG: _____ (check mark will do)

Effective immediately (8-8-96) a form will be filled out each time an authorization is called in or a memo is received. If there are multiple names, the list may be attached to this form but each separate entry by a group or individual will require a new form. All memos must be stapled to the respective form. All these forms will be kept in the binder by date expected (the most recent date will be on top). **It will be the responsibility of each attendant to check the book each day upon arrival on duty to see who is expected.**

B. Pesenti-Valdes, 8-8-96

Exceptions to Normal Procedures for Admitting Unbadged Persons to TA-53.

Post office employees driving a USPS vehicle shall be allowed access without possession of a recognized badge. This is based on an understanding with the Los Alamos Postmaster that the vehicle is to go no farther east than MPF-1.

Federal Express and other commercial delivery service personnel on official business shall be allowed access without possession of a recognized badge after the gate attendant has reasonable assurance that the person knows the location of their drop point and will not remain within the facility longer than necessary.

Persons indicating they are coming to Employee Counseling do not need to present a badge and will not be logged into book.

Return to: TA-53 LANSCE Visitor Center, MPF-1

TA-53 Gate Access Badge Application

Date:

Badge Request For:

Last Name:	First Name:
Home Address:	
Phone Number:	Signature:
Purpose for requiring badge:	
Citizenship:	

By signing this form I have accepted the responsibility of returning this badge to the LANSCE Visitor Center when it is no longer required or upon departure from TA-53.

Requested by:

Name/TA-53 Contact:	Group:	Mailstop:	Phone/Pager:
Requestor/Contact Signature			

For TA-53 VISITOR CENTER USE ONLY

Badge #: _____	General ESH Training <input type="checkbox"/> ES&H Pamphlet
Date Issued: _____	
Expiration: _____	
Issued By: _____	